

PERSONAL RELATIONSHIPS AT WORK (ASSOCIATE VERSION)

APPROVAL CONTROL

ROLE	NAME	DATE
Chief of Staff	Sara Robinson	

VERSION CONTROL

VERSION	AUTHOR NAME	VERSION CHANGES	DATE
1.0	Jayne Morris	Associate version	11/10/2016
1.1	Gail Lawrence	Annual review	01/10/2017
1.2	Jayne Morris	Annual review - no change	01/10/2018
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OBJECTIVE

The objective of this policy is to describe our approach to personal relationships at work.

APPLICABILITY

This policy applies to associates engaged by Huntswood on client projects, through an umbrella company or a limited company ('Associates').

POLICY PRINCIPLES

Huntswood recognises that Associates who work together may form personal friendships and in some cases close personal relationships. While it does not wish to interfere with these personal relationships, it is necessary for Huntswood to ensure that all Associates behave in an appropriate and professional manner at work.

The following principles have therefore been devised, and apply to all Associates regardless of their job or level of seniority.

- Any Associates who is involved in a close personal relationship with a colleague, employee, client, customer or supplier must not allow that relationship to influence his/her conduct while at work. Intimate behaviour during work time, for example kissing, touching or holding hands, is expressly prohibited. This rule applies during all working time, whether at the normal workplace, on clients' premises or elsewhere.
- Any Associate who embarks on a close personal relationship with a colleague working in the same department is requested to declare the relationship to his/her team leader/Operations Manager. If the relationship is between an Operations manager/team leader and an Associate whom he/she supervises, the relationship must be declared to the Senior Delivery Manager. The information declared will be recorded on the personal files of both representatives and treated in strict confidence.
- In order to avoid a situation in which an Associate has managerial authority over another with whom he/she is having a close personal relationship, Huntswood reserves the right to elect to transfer one or both of the Associates involved in the relationship to a role in another team. In these circumstances, Huntswood will consult both of the Associates/representatives and seek to reach a satisfactory agreement regarding the transfer of one or both of them.

In such a situation, if it is not possible to transfer at least one of the Associates, Huntswood reserves the right to change the reporting line.

TABLE OF DEFINITIONS

The table of definitions provides definitions of terms used within the policy document

TERM	DEFINITION
Huntswood Associate	Anyone engaged on a client project by Huntswood, through an umbrella company or a limited company.

POLICY RESPONSIBILITIES

The following table defines the business roles and their responsibilities in regard of the policy document.

RESPONSIBILITY	ROLE	DEFINITION
Owner	Head of HR	The Owner ensures the policy is reviewed and maintained on a regular basis
Reviewer	Chief of Staff	The Reviewer ensures the policy document aligns with relevant legislation and company requirements
Author	Head of HR	Shall update the policy document in a succinct time frame on receiving updates from the reviewer and in accordance with company policy writing guidelines
Policy Audience	Huntswood Associate	Must apply the business policy to the business they undertake on behalf of Huntswood

APPLICABLE STANDARDS AND LEGISLATION

- Human Rights Act 1998
- Equality Act 2010